

**Instructions for Confirmation of Agency Reconciliation to DOA Reports  
and Exception Register  
Attachment B**

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<b>Purpose</b>	<p>To certify to DOA that:</p> <ol style="list-style-type: none"><li>1. Agencies have reconciled CARS transactions / balances for the year ended June 30, 2007, and that CARS accurately states, in all material respects, the agencies' internal records. This includes, but is not limited to, all cash balances, appropriations, allotments, total expenditures, net revenues and fixed assets.</li><li>2. All corrections that can be made on an ATV have been processed.</li><li>3. All corrections that require DOA action have been submitted on the Exception Register.</li></ol>
<b>Applicable Agencies</b>	<p>All agencies are required to complete and submit this attachment.</p>
<b>Due Date</b>	<p>Must be <b>RECEIVED</b> at DOA by 5:00 p.m. on Wednesday, <b>July 18, 2007</b>.</p> <p>After this date, DOA <b>will not</b> accept any Confirmation Forms from agencies and agencies will not be allowed to release or submit any corrections via ATV for FY 2007.</p> <p>In the event that an original Confirmation cannot be delivered to DOA by 5:00 p.m. on July 18, 2007, <b>a fax copy of the signed Confirmation statement will be accepted contingent upon DOA's receipt of the original Confirmation by 5:00 p.m., Monday, July 23, 2007.</b> (Note the faxed copy must agree to the original Confirmation).</p>
<b>Form Instructions</b>	<p>Be sure to complete all applicable shaded areas on all worksheets. Please note that each of the attachment pages are on individual worksheets in the workbook. Using the "Tab" key will allow easy navigation between all required fields.</p>
<b>Procedures</b>	<p>Agencies should verify the data contained in their CARS reports and certify to the Comptroller that all agency records are accurate, have been reconciled and agree with the appropriate CARS reports. This certification must be completed on Attachment B, Page 1, "Confirmation of Agency Reconciliations to DOA Reports."</p> <p>The certification should assume resolution of all items contained in Attachment B, Page 2 of the Confirmation Form, "Exception Register".</p> <p>If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click <b>Insert</b>, then, click <b>Rows</b>.</p>
<b>Delegation of Authority</b>	<p>In the event that either the agency head or fiscal officer must delegate his/her signatory authority, then <i>Statement B.1-Delegation of Signatory Authority Form</i> must be completed. This form is separated into two parts - one for agency head delegation and one for fiscal officer delegation. Please note that the agency head <b>may not</b> delegate his/her signatory authority to the fiscal officer. In addition, the fiscal officer <b>should</b> only delegate his/her signatory authority to an appropriate <b>higher</b> ranking official. If the fiscal officer delegates his/her signatory authority to a <b>lower</b> ranking official, the agency <b>must</b> complete the explanation for this delegation. The agency head must approve all delegations of authority, and if applicable, the justification for the lower ranking delegation. This statement must be attached to Attachment B.</p>

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**Submission Requirements**      **After downloading the files, rename the spreadsheet using the agency number followed by Att B.** For example, agency 997 should rename Attachment B as 997AttB.xls.

**Mail the original** confirmation form and ALL attachments to:

U.S. Postal Service Delivery

Department of Accounts  
General Accounting Unit  
PO Box 1971  
Richmond, VA 23218-1971

DGS Interagency Mail / Other Courier

Department of Accounts  
General Accounting Unit  
James Monroe Building  
101 N. 14<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Richmond, VA 23219-3686

Certified mail or overnight / special deliveries should **NOT** be utilized.

**DOA Contact**      Monica Darden, State Lead Accounting Analyst  
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